



Benson Parish Council

Benson Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ

Tel: 01491 825038 e-mail: clerk@bensonpc.org.uk

Halls Committee

Membership:

Councillor Rob Jordan, Councillor Fiona Lovesey, Councillor Ian Skeels, Councillor Michael Winton
Councillor David Dawkins

MINUTES OF THE MEETING OF THE BENSON PARISH COUNCIL HALLS COMMITTEE HELD IN THE PARISH HALL COMMITTEE ROOM ON Monday 14th July 2025 AT 7PM

Present: Cllr Bill Pattison, Cllr Ian Skeels, Cllr Michael Winton and Cllr David Dawkins,

Tanya Hamilton-Gill – Facilities Manager. (FM)
Nicky Copland-Clerk

Tanya Hamilton-Gill
16th June 2025

1. Apologies and absences

Apologies received- Cllr F Lovesey.

2. **Declarations of interest** - Members must ensure that they complete the Declaration of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or stay in the meeting to make representations and then leave the meeting prior to any considerations or determinations of the item) **None**

3. **Public session** - no members of the public present.

4. Minutes of the last meeting

It was **RESOLVED** to approve the minutes of the meeting of the Halls Committee held on 10th June 2025 as a true record of the meeting. The minutes were signed by the Chair, Cllr Rob Jordan.

5. Parish hall.

- PA System discussion. **ACTION**-Halls committee agreed to install the 2 additional aerials to see if it helps combat the cutting out issues, to be paid out of the halls budget.
- Painting update. Halls committee agreed to bring back the painters to complete the 4th coat. **ACTION**-FM to arrange a suitable date.
- In-post lockers. FM updated the halls committee on size and dimensions. Subject to contract item to go ahead.
- Imposing a possible unlocking fee for some hirers. FM reports people are still forcing the doors open, and each time it costs @£200 to repair. Halls committee in agreement to offer an unlocking fee as an additional extra. **ACTION**-FM to draft wording and bring back to the committee and add a door damage charge of £250 to the agreement.
- Door issues. **ACTION**-FM to talk to Executive Alarms about the life span of the front doors and possibility changing from a key turn to a push pad. **ACTION**-Add a future door replacement to next year's budget.
- Line Painting. **ACTION**-Add to budgets for next year.
- Halls committee to note small office to be rented to OALC.



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- h. Paving repairs. **ACTION**-FM to ask ground staff to inspect and report back.
- i. Stage floor Maintenance. **ACTION**- FM to obtain quotes. Cllr B Patterson recommends using 2-part varnish.
- j. Heating maintenance contract. Facilities manager reported Lowe and Oliver will maintain Heating system.
- k. Any issues. None.

6. Youth Hall

- a. General Update.
Youth hall notice has been given, and our tenancy ends 1st September 2025 we are waiting for the trustees to advise how they would like the building handed back.
Halls committee agreed to hire a skip to clear remaining rubbish.
- b. Any issues. None

7. Pavilion

- a. Decommission of showers Update. The FM reported that work has been completed.
- b. Any issues-None

8. Community Hall

- a. Installation of fire shutters, update. FM reported that the fire shutter has been installed.
- b. Kitchen cooker. **ACTION**- Facilities manager to find a kitchen installer to discuss replacing the current cooker. Possibly using left over money from the fire shutter installation budget as well as the sale/part exchange of old cooker.
- c. Discuss possible purchase of a PA System. Halls committee have £1000 in the budget to buy a PA system. **ACTION**-It was agreed the FM is to research and purchase a portable PA system to be kept at the Main Hall.
- d. Any Issues. None

9. Overflow Car park

- a. Any other issues. The FM reported that some damage was done to the birds mouth fencing last month. The grounds team carried out maintenance to fix the fencing.

10. Any other business – none

OALC concerned about security when alone in the building, the committee agreed to add them to our CCTV policy so we can leave the screen on in their office for them to view from a safety access.

11. Items for Councillors to note and for the next agenda. None.

12. Date of next meeting – 16th September 2025 7pm